



ALL WEATHER ARTIFICIAL TURF PITCH (ATP)

Wheathampstead Parish Council
Marford Road, Wheathampstead

Booking Form

All sections to be completed and returned to Wheathampstead Parish Council, The Memorial Hall, Marford Road, Wheathampstead, Herts. AL4 8AY or by scanned document to info@wheathampstead-pc.gov.uk. Before filling in this form, please read the Terms and Conditions for Hire found overleaf.

Organisation/name of person responsible for hiring:
.....

Address:

Telephone:

Email:

Brief description of booking:
.....

Date of booking:

Time of booking: From..... to

Do you require a recurring booking? YES NO (If yes, complete the section below)

Dates from: to:

Date(s) excluded from booking:

Conditions of Hire

Please complete and sign the following:

I confirm that I have read and accepted the Terms and Conditions of Hire (pages 2-3). I also take full responsibility for communicating these terms and conditions of Hire to all 'Users' and 'Customers' of this booking (as defined overleaf) and acknowledge that any breach of these terms and conditions by the 'Hirer' or any 'User' or 'Customer' of this booking will result in the action stated overleaf.

I understand that my booking may be cancelled unless full payment is received by the due date.

I am over 18 years of age.

Name:

Signature Date:

TERMS AND CONDITIONS FOR HIRE OF ALL WEATHER ATP FACILITIES
BOOKING AND PAYMENT CONDITIONS

1.0 Definitions

- The "Hirer" is the person named on the front of this booking form.
- "Users" or "Customers" are any persons that use the facilities booked by the "Hirer" named on the front of this booking form.
- Wheathampstead Parish Council ("WPC") is the organisation whose facilities the "Hirer" is hiring and paying for and that "Users" and "Customers" use at the times and on the dates specified on the front of this booking form.

2.0 Standard Terms & Conditions

- Payments shall be made on request by official WPC invoice in accordance with conditions below and those stated on invoices. Payments must be made 14 days prior to the first booking on the invoice. Bookings made less than 14 days prior to the first booking will be required to pay in advance.
- No amount paid to WPC will be refunded if the facilities are not used on the day or at the times for which they are hired.
- Should any booking be cancelled by WPC due to failure of the Hirer to comply with the terms and conditions hereof the fees paid may be retained.
- Set up times and take down will be undertaken in the period of hire.
- An administration fee of £15.00 will be charged for any overdue payments which have not been cleared in full by the due date and for any changes made to confirmed reservations.
- **Correct footwear must be worn for the surface that is being played on – flat sole trainers or 3G trainers (no steel studs or rubber moulded blades).**
- Unless otherwise directed, customers should use the Memorial Hall car park or East Lane car park and not surrounding residential roads.
- The Hirer is responsible for making adequate insurance arrangements for any property brought onto the facility and accidents and complying with the risk control measures which form part of the risk assessment for the premises.
- WPC accepts no responsibility for accidents or injuries to individuals using the facilities. In the event of a serious accident or emergency dial 999. Any accidents should be reported to WPC within 7 days.
- WPC accepts no responsibility for loss or damage to hirers' property.
- WPC reserve the right to amend these terms and conditions at any time.
- WPC may remove and dispose of any property left by the hirer

3.0 Block Bookings

- Block bookings are for a minimum period of 10 weeks.
- Block bookings will be invoiced as a block and each block must be paid in full within 30 days of the issue date. Payment in full must be made at least 14 days prior to the start of hire.
- WPC reserve the right to cancel any session of a block booking at its own discretion; in this instance the customer will receive either a credit or a refund.

- Failure to pay by the due date will result in the booking being cancelled and the facility being offered to another hirer on the waiting list. No exceptions to this rule will be made.
- Any block booker with an outstanding payment will be unable to continue bookings until all debts are cleared but will still be charged for those bookings held in their name.
- If a hirer wishes to cancel a block booking they must notify the Parish Office in writing giving a minimum of 30-days' notice of their request to cancel the booking.

4.0 Alcohol, Smoking, Chewing Gum and General Behaviour

- WPC has a no smoking policy and this includes all outdoor pitch areas.
- Consumption of alcohol is strictly prohibited.
- Chewing Gum must not be consumed whilst using the ATP as it does cause irreversible damage to the pitch if it comes into contact with the artificial turf. Please place chewing gum in the bins provided before use of the ATP.
- Consumption of drinks (apart from water) and food is not permitted whilst using the sports facility. Any litter should be placed in the bins provided.
- Individuals caught smoking, consuming alcohol or chewing gum whilst playing will jeopardise the booking for the whole club.
- The hirer shall only use the ATP for the agreed purpose. Gates should be closed to prevent animals entering the facility.
- Dogs are not permitted on the ATP.
- Bikes are not permitted on the ATP.
- Individuals are expected to behave in a reasonable, respectful and co-operative manner. Unacceptable language / behaviour towards other players, members of the public or WPC staff will not be tolerated and any abusive behaviour will be taken very seriously and will jeopardise the hirers booking.
- Hirers causing damage to facilities or equipment will be charged the full replacement cost of the facility or equipment and all future bookings will be cancelled until the damage is paid for in full.
- All hirers must use toilet facilities. Anyone using an alternative means will result in instant cancellation of the booking. The hirer shall keep all noise levels to an acceptable standard. Whistles are not to be used on the ATP.